

Process	Journal using Control TotalsProgram Distribution Calculator		
Process Number	GL – 004051		
Description of Process			
<p>Enter a journal using Control Totalsthe Program Distribution Calculator to distribute a project's total dollar amount to each of its respective pPrograms (funding sources) (Programs) to verify the accuracy and completeness of the journal.based on the proportion that each pfunding souProgramrce bears to the total amount of the entry. The total of all funding sourcespPrograms always equals one hundred percent (100%). Control Totals are located in the Totals panel in the Journal Entry – Base Currency panel group and let you specify the total debits and credits, units, or number of lines to be entered in the journal. As you enter the journal lines, the system displays a running total of the actual debits and credits, units, and lines as well as the difference between the actual amounts and your Control Totals. This feature is <i>optional</i> and its use will depend on the complexity of the journal that you are entering. The edit process verifies that the actual amounts entered agree with the Control Totals. If there is a difference, the edit process will indicate that there is an error and the journal will be recycled and have to be corrected.</p>			
Input to Process			
<p>Journal is written up, signed, assigned a number and approved. The journal is then entered into PeopleSoft and its amounts distributed by funding sourcepProgram in accordance with the results produced by the Program Distribution Calculator..</p>			
Output of Process			
<p>Fully distributed Jjournal with Control Total information that is ready to go through the Edit, Budget Checking, and Post processes in the nightly batch cycle.that is ready to Edit, Budget Checking and Post in overnight processing.</p>			
Service Level Agreement Required? (if yes, provide a brief description)			
N/A			

PeopleSoft Panel Groups being Used			
Function	Panel Group		
Use	Journal Entry – —Base Currency		
Use	Program Distribution Calculator		
Business Process Description			
Process Description		Responsibility (Agency/Centralized)	
<u>Step 1: Create identifiers for the journal.</u>  Enter the Business Unit, the General Ledger Journal ID and the journal date for your particular journal. These three fields represent the key fields for all journals. The date will default to today's date, but can be modified as needed. Also, if you want to make an entry to a previous accounting period, you should use the last day of the period to which you want the journal to post.		Agency	
<u>Step 2: Complete information on Header Panel.</u>  Select the appropriate source from the Source Field drop down box:  MAN = Regular Journal  GAP = GAAP Only Journal  FED = FEDS Only Journal		Agency	

<p>When selecting ACTUALS as your ledger group, the Auto Gen box will be checked and grayed. This means transactions will post to all ledgers in this ledger group.</p>	
<p><u>Step 43: Enter ChartField information</u></p> <p>On the Lines Panel you will enter all of your ChartField information. You will enter the Account, Fund, Organization, Program, Sub-Classification, Budget Year, and Project/Grant, and Amount for each the first line in your journal. All Each of these fields are is required. <b>Do not</b> enter the Program or Amount. This will be done using the Program Distribution Calculator. You won't know how many The Program Distribution Calculator will determine the total number of lines lines necessary for the project on your transaction are needed until the Calculator is used.</p>	<p>Agency</p>
<p><u>Step 54: Verify Control TotalsLaunch the Program Distribution Calculator</u></p> <p>Using the following navigation, launch the Program Distribution Calculator in a new window, which enables you to keep your journal entry and calculator windows open simultaneously:</p> <p>Go</p> <p>New Window</p> <p>Calculator</p> <p>Once the Calculator is open, go to the Use menu to activate it.</p> <p>Go to the Totals Panel and verify that you do not have a difference between your actual totals and control totals. In addition to Control Total balancing, , , Business Unit, Fund and Program must balance on all journals, or the journal will not pass the Edit Process.</p>	<p>Agency</p>
<p><u>Step 5: Enter your distribution parameters for your project</u></p> <p>In the dialog box that appears, enter the following information pertaining to your project:</p> <ul style="list-style-type: none"> <li>• SetID (this will default based on your security privileges)</li> <li>• Project/Grant</li> <li>• Effective Date—The Effective Date allows you to select historical data for programs and percentages for that project. If you do not enter an effective date</li> </ul>	<p>Agency</p>

<p>the date will default to today'sthe current date.</p> <p>In the Calculator panel that appears, enter the amount you wish to distribute and press Tab. The calculator will automatically distribute the amount in full to the appropriate Pprogram(s)( Program(s) in the calculator panel. <b>Step 6: Correct any identified errors.</b></p>	
<p><u>Step 6: Complete the journal</u></p> <p>Based upon the distribution derived in the previous step, you can now complete your journal. For each line item indicating a different Pprogram (), enter the value in the Program ChartField of your journal. Additionally, enter the related amount from the Program Distribution Calculator. Alternatively you may copy and paste these values into your journal using either Ctrl-C (Copy) and Ctrl-V (Paste) or the menu functions. Continue this process for each program until all lines are distributed for your transaction.</p>	Agency
<p><u>Step 7: Correct any identifiable errors</u></p>	Agency
<p><u>Step 87: Save the journal.</u></p> <p>The journal is now ready to go through Edit, Budget Checking, and Post process in the nightly batch cycle.</p>	Agency
Forms Used with Process (#)	

<p>**Attach sample form(s) <a href="\\DOAS_COMMONS_01\\VOL1\\DATA\\COMMONS\\PDocs\\Financials\\GL-General Ledger\\Business Process Flows\\Journal Processing\\JENTRY.xls">\\DOAS_COMMONS_01\\VOL1\\DATA\\COMMONS\\PDocs\\Financials\\GL-General Ledger\\Business Process Flows\\Journal Processing\\JENTRY.xls</a></p>
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Process Flow Diagram (if appropriate):

